

## 2016 DURHAM HOLIDAY PARADE FOOD VENDOR APPLICATION

December 10, 2016  
Downtown Durham  
10:00 AM

The City of Durham Parks and Recreation Department (DPR) is presenting the 2016 Holiday Parade in downtown Durham. We seek a few Mobile Food Units or Push Cart Peddlers to complement the event and to satisfy the needs of a larger than normal crowd.

### **VENDOR SELECTION:**

Vendors will be selected upon a first come first served basis with consideration for a variety of offerings.

### **RENTAL SPACE REGULATIONS:**

1. No Temporary Food Establishments (TFEs) will be permitted.
2. Food vendors will only sell at their designated location and only the food they registered to sell. Set-up should be **COMPLETE** by **9 a.m.**
3. All food trucks will only be given space for their truck. Any additional equipment (ex: tents, restocking trucks/trailers, grills, etc.) will need to purchase an additional space.
4. All peddler pushcarts will be required to remain in their assigned space, the entire event. Roaming will not be allowed.
5. All vendors and booth attendants should leave their areas clean after breakdown, **NO later than 2 p.m.**
6. **Durham Parks & Recreation will NOT provide any equipment to vendors. (Tents, tables, chairs, etc.)**
7. Application Fee per unit:

#### **Vendor Application Fee (nonrefundable)**

City Resident Fee	\$125.00 fee + \$50 refundable deposit = \$175.00
Non-City Resident Fee	\$140.00 fee + \$65 refundable deposit = \$205.00

*(\*Nonprofit agencies must provide proof of 501 3(c) status)*

8. Spaces will be assigned by a DPR Event Coordinator prior to the Event. The Event Coordinator will be on-site during setup to insure vendor is set up as assigned.

**REQUIREMENTS:** Vendors must meet all of the requirements listed below in order to be considered. Incomplete applications or missing permits may delay or cause your application to be denied.

### **INSURANCE REQUIREMENTS**

The City of Durham will purchase special events insurance to cover the City's liability exposure. This insurance will not protect vendors, suppliers, performers, or others participating in the festival. The City of Durham requires all food vendors to obtain their own insurance, naming the City of Durham as an additional certificate holder, with combined single limit not less than \$1,000,000 per occurrence. **A copy of this insurance must be included with this application.**

## **PERMITS**

1. It is also the responsibility of each food vendor to comply with the Durham County Health Department guidelines and inspections (919-560-7800).
2. All licenses and permits (if applicable) must be submitted with application.

The City of Durham Parks and Recreation Department does not assume responsibility for loss or damage of works exhibited during the Holiday Parade. If insurance is desired, it must be purchased by the vendor.

## **SET-UP/LOAD-IN AND BREAK-DOWN/EXIT:**

### **Setup/Load-In**

- Vendors must set-up/load in for the event and be ready to serve 1 hour prior to the scheduled event start. All vehicles must be removed from the area at this time.
- Vendors are required to be ready to serve by the scheduled start time of the event.  
Example: for events beginning at 5:30 pm, vendors must load-in between 4:00 pm and 4:30 pm into designated spaces and must have all vehicles removed by 4:30 pm. All vendors are required to be ready to serve by 5:30 pm.

### **Break-down/Exit**

- Vendors will only be allowed to break down and exit the event after the event site has been cleared and the coordinator has instructed vendors that they are free to retrieve their vehicle and proceed with breakdown.
- Vendors need to be prepared to stay throughout the duration of the event, including delays for rain.

## **UTILITIES, SOLID WASTE & CONSERVATION**

- The City of Durham will **NOT** provide electricity to vendors. Generators are permitted for electrical needs
- No water or sewer is provided.
- Trash receptacles and recycling containers are provided by the City of Durham.

## **RAIN PROCEDURE**

- In the case of rain, all vendors are responsible for covering their space, unit and/or products.
- If there is inclement weather (i.e. thunderstorms, heavy rain), the festival coordinator will make the decision to delay or cancel. Vendors **SHOULD NOT** leave the festival area **BEFORE** the festival coordinator announces the suspension or cancellation of the event.
- If a vendor should vacate their space before an official suspension or cancellation is made by the festival coordinator, **NO REFUND OF EVENT FEES WILL BE RETURNED TO THE VENDOR.**

**REMEMBER: HOLIDAY PARADE IS A RAIN OR SHINE EVENT!**



## 2016 DURHAM HOLIDAY PARADE FOOD VENDOR APPLICATION

[www.durhamnc.gov/departments/parks](http://www.durhamnc.gov/departments/parks)

Applications will be accepted during the hours of  
9:00 AM until 5:00 PM, Monday through Friday.

**Return Application By Mail to:**

City of Durham – Holiday Parade  
Parks and Recreation Department  
101 City Hall Plaza  
Durham, NC 27701

or

**Return Application in Person:**

City of Durham  
Parks and Recreation Department  
400 Cleveland Street  
Durham, NC 27701

Questions about this application or vendor regulations: contact Tina Chavis-Vendor Coordinator  
at 919-560-4355 or by email: [Tina.Chavis@durhamnc.gov](mailto:Tina.Chavis@durhamnc.gov)

### ***SPACE IS LIMITED!***

*To ensure variety, diversity and quality, Parade organizers will select food vendors who meet their needs, which can vary from event to event. Please provide detailed information to enhance your consideration for selection*

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***Please write legibly***

Name\_\_\_\_\_

Business Name/Organization\_\_\_\_\_

Address\_\_\_\_\_City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_

Telephone: Home\_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

E-Mail Address\_\_\_\_\_

### **DPR Food & Beverage Sales Vendor Application Descriptions:**

Have you operated at another DPR (Durham Parks and Recreation) Sponsored event? If yes, list event(s): \_\_\_\_\_

Through permits issued, you are considered a:

☐ Peddler- push cart

☐ Mobile Food Unit



**Menu items and prices:**

Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____

**Beverages:**

Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____

**RENTAL EQUIPMENT**

No rental equipment will be provided to the vendor. Vendor must provide all required equipment.

**OPERATOR NAMES**

Event staff and volunteers will not be allowed to oversee your booth at any time. Name(s) of Individual(s) that will be operating your rental space:

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**I hereby affirm that I have read and do understand all instructions and guidelines in the Holiday Parade Application form and information packet. I agree to comply with all rules/guidelines and my failure to do so will result in my removal from the parade activities with NO REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the Holiday Parade Coordinator.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For Office Use Only**

Date Rec'd: \_\_\_\_\_

By Mail \_\_\_\_\_ In Person \_\_\_\_\_